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ABSTRACT

Intended for college students whose library skills are inadequate for research at the university level, this self-instructional module introduces the user to bibliographies both conceptually and practically; i.e., what makes up a bibliography, how to use a bibliography, and how to compile a bibliography. The module has four sections: (1) bibliographies--definitions, (2) the card catalog as bibliography, (3) the periodical indexes as bibliographies, and (4) the search strategy and working bibliography. Each concludes with a set of short exercises, the answers to which are provided at the end. (JD)

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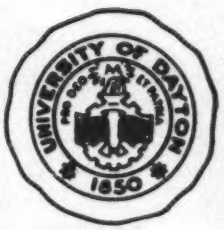
An Instructional Module on Library Research



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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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IR000867

Libraries are such complex systems that your high school library skills may not be adequate at the university level. Most professors, when grading papers, give as much weight to the quality of research as to the content. It is essential, then, that you learn to use the university library effectively.

Library materials are usually grouped by subject and found through bibliographies. This module will introduce you to bibliographies conceptually and practically. It will cover what makes up a bibliography, how to use a bibliography, and, most importantly, how to compile a bibliography for yourself.

A. BIBLIOGRAPHIES - DEFINITIONS

First you must know some basic terms. The objectives of this section are that you be able to:

1. Define "Bibliography"
2. Define "Working Bibliography"

A list of materials which are related to each other in some recognizable way is called a bibliography. Bibliographies serve as finding tools in libraries to identify what is available by an author or about a subject.

You can narrow this broad definition of bibliography to suit your particular needs. A subject bibliography lists materials relating to a subject. Some examples of subject biblio-

graphies include published books of bibliographic citations, indexes and abstracts of periodical literature, even an assigned readings list from a course syllabus. They all list related material.

A working bibliography is a special concern for you. It is a bibliography that you compile yourself. It is your list of materials you intend to consult for information when doing your library research.

There is the purpose of library reference material. It is to help you compile your own working bibliography whenever you need one.

EXERCISES

SECTION A

Why are each of the following a type of bibliography?

1. a list of books which you have selected from the card catalog.
2. the list of suggested readings at the end of a textbook chapter.
3. Book Review Digest, an index to book reviews in periodicals.

B. THE CARD CATALOG AS BIBLIOGRAPHY

In this section you will be introduced to the structure of the card catalog and the bibliographic information on a catalog card.

The objectives of this section are that you be able to:

1. identify author, title, and subject catalog cards.
2. identify the information on a catalog card.
3. use the Subject Headings List.
4. locate books in the collection.

Bibliographies are designed to help a person identify those items which he needs in a way that is most useful to him. Therefore, a bibliography may be arranged in a number of ways, such as nationality, language, publisher or publication date, but most commonly by author, title or subject.

The library card catalog combines the last three approaches. At U.D., the catalog is divided: authors and titles are combined in a single filing system; subject listings form another.

Author cards contain all the information needed to describe a book and find it in the library. The top line, which is not indented, names the author of the book. Just below the author is the title and, if necessary, joint authors, editors, translators or illustrators where appropriate.

Next is the imprint, or the publisher of the book and the place and date of publication.

In the next paragraph on the card, you can find the number of pages in the book, its size, and often other abbreviations telling you if the book is illustrated, contains charts, and so on. You may especially want to look for a note telling whether the book itself contains a bibliography since this will list sources that could be useful to you.

Near the bottom of the card are numbered listings called tracings. Tracings note where else in the card catalog there are other cards for the same book. The subject tracings marked with Arabic numerals may give you other subject headings to check for your topic.

```
HQ
1438      Kahn, Kathy.
A13         Hillbilly women. Photos. by Al
K33       Clayton. Migrant photos. by Frank
          Blechman, Jr. [1st ed.] Garden City,
          N.Y., Doubleday, 1973.
            viii, 230 p. illus. 22 cm.
            Bibliography: p. 227-230.


            1. Women--Appalachian region.
          2. Coal-miners--Appalachian region.
          I. Title

ODaU  74-04468                DAYYme  72-96246
```

Title cards contain the same information as author cards but have the title as the first line on the card. Titles are interfiled with authors in one catalog at U.D.

Hillbilly women.

HQ
1438 Kahn, Kathy.
A13 Hillbilly women. Photos. by Al
K33 Clayton. Migrant photos. by Frank
Blechman, Jr. [1st ed.] Garden City,
N.Y., Doubleday, 1973.
viii, 230 p. illus. 22 cm.
Bibliography: p. 227-230.

ODaU DAYYnt 72-96246

Again, subject cards contain the same information as the basic author card with the addition of the subject headings printed as the first line. Subject headings are in red type or all upper case letters.

COAL-MINERS--APPALACHIAN REGION.

HQ
1438 Kahn, Kathy.
A13 Hillbilly women. Photos. by Al
K33 Clayton. Migrant photos. by Frank
Blechman, Jr. [1st ed.] Garden City,
N.Y., Doubleday, 1973.
viii, 230 p. illus. 22 cm.
Bibliography: p. 227-230.

ODaU DAYYsc 72-96246

Subject access to the library collection is very important because the libraries usually arrange their collection by subject and then create bibliographies like the card catalog to list and describe what they own. Subject headings are assigned when a book is cataloged. A two volume set, the Library of

Congress Subject Headings lists those terms which are used to describe the subject content of books. The Subject Headings List provides cross references to terms used instead of, or with the subject heading you may have originally chosen.

Coal-miners *(Direct) (HD6039.M62)*
sa Collective bargaining—Coal mining industry
Collective labor agreements—Coal mining industry
Trade-unions—Coal-miners
Wages—Coal-miners
Women coal-miners
xx Miners
Example under Labor and laboring classes; *and under reference from* Laborers
— Anecdotes, facetiae, satire, etc.
— Diseases and hygiene *(Diseases, RC964-5; Hygiene, RA787; Labor hygiene, HD7269.M6)*
sa Nystagmus
— Pensions
— Personal narratives
— Pictorial works

In the example, the bold face type is a subject heading used in the card catalog. Listed beneath the subject heading are other headings which may be useful. These are indicated by the "sa" which means "see also". The "see also" list could be quite extensive and might suggest to you a variety of ways to approach your topic. Entries preceded by an "X" show that a term is not used in the catalog. An "XX" indicates that the term is a "see also". Those terms preceded by a dash (--) show the principle subdivisions of the subject heading that you are studying.

If the term you are looking for is not a subject heading, there will be a note telling you to see the correct term, for example:

Coal hydrogenation
See Coal liquefaction
Coal lands
See Coal

If the purpose of a bibliography is to help you find those items that you need, what should you look for? One useful book to locate in the card catalog is a subject bibliography. Any subject heading can have the subdivision bibliography added to it. This identifies a book whose major purpose is to list those known works relating to that topic.

Now that you can identify books, how do you find them? Notice on every catalog card, regardless of whether it is for an author, title, or subject, that there is a call number in the upper left corner of the card that consists of both letters and numbers. The call number, at the same time, groups books by subject and provides a unique space for each book.

```
HQ
1438    Kahn, Kathy.
A13       Hillbilly women. Photos. by Al
K33     Clayton. Migrant photos. by Frank
        Blechman, Jr. [1st ed.] Garden City,
        N.Y., Doubleday, 1973.
          viii, 230 p.  illus.  22 cm.
          Bibliography: p. 227-230.
```

The first set of letters provide broad subject classes which are narrowed to very specific topics by the first set of numbers. The second combination of letters and numbers separates one book from another of the same topic. The subject

arrangement of books on the shelf resulting from the call numbers makes it possible for one to browse through stacks for additional materials.

Book Location by Call Number	Floor
A,B	6th
C,D,E,F,G	4th
H	5th
J,K,L,M,N	6th
P	5th
Q,R,S,T	4th
U,V	6th
Z	5th

To find a book on the shelf, compare the first letter on the first line of the call number with one of the lists similar to this one posted in the Library. This list indicates which floor you will find those call numbers. Call numbers which have two letters like HQ are subsets of the broad class H and are therefore found on the fifth floor with other H's. Next look at the first numbers. These are whole numbers and can run from 1-9999. There may be several books with the same class number such as HQ 1438. This is why individual books within a class are separated by the next set of letters and numbers. These numbers are decimal numbers; therefore, A13 comes between A1 and A2.

EXERCISES

SECTION B

1. What do you know about this book based on this catalog card? List no more than ten items.

RJ
506
M4
R62

Robinson, Nancy M.
The mentally retarded child: a psychological approach [by] Nancy M. Robinson [and] Halbert B. Robinson. New York, McGraw-Hill [c1976]
xvi, 592 p. illus. (McGraw-Hill series in psychology)

1. Mental deficiency. 2. Mentally handicapped children. I. Robinson, Halbert B., joint author. II. Title

ODaU 76-06346 DAYYsl 75-30903

2. Using this illustration from the Subject Headings List, where else might you find related information on the topic? Coaching (Athletics)

Coaching (Athletics) *(GV711)*
ss Baseball coaching
Baseball managing
Basketball coaching
Coaches (Athletics)
Football coaching
Hockey coaching
Moving-pictures in sports
Soccer coaching
Track-athletics coaching
xx Athletics
Coaches (Athletics)
College sports
Physical education and training
Sports
Coaching in art
Coagulase
ss Blood—Coagulation
xx Blood—Coagulation

C. THE PERIODICAL INDEXES AS BIBLIOGRAPHIES

In this section you will learn about the subject bibliographies of periodicals - the indexes.

The objectives of this section are that you be able to:

1. define periodical.
2. use a direct access index.
3. use an indirect access index.
4. locate a periodical.

Most of the published subject bibliographies also list periodical literature. Periodical is another name for magazine, serial, or journal; it is any publication that is issued at regular intervals and therefore even includes newspapers.

The U.D. Library has over 3,800 periodical titles, of which over 2,300 are currently received. They cover nearly every imaginable subject and are listed in their own bibliographies separate from the card catalog. One source of periodical bibliographic control, that is, listing in bibliographies, comes through indexes and abstracts. They provide author, subject, and sometimes, title access to the vast amounts of periodical literature, often more completely than the card catalog does for books. Periodical indexes are usually subject oriented; that is, one index covers those periodicals which usually contain articles relating to a particular subject.

Some indexes use a direct access approach. Education Index, Social Sciences Index, Humanities Index, Reader's Guide, and other indexes use this format. It is possible to look up a

subject and find a list of articles and their citations there. The citation includes the article's title and its author, the name of the periodical in which it is found, and the volume, date, and page number for that article; everything you need to identify an article.

One example from the Social Sciences Index will serve as an illustration. The subject heading is "Coal Miners".

Coal miners

Diseases and hygiene

Mortality from lung cancer in U.S. coal miners. J. Costello and others. Am J Pub Health 64:222-4 Mr '74

Great Britain

Aristocrats of labour. A. Waugh. New Statesm 89:14-15 Ja 3 '75

Miners break their dilemma. J. J. Fookes. New Statesm 88:-726-7 N 22 '74

Miners' deal. Economist 254:86 F 15 '75

Miners' poll. Economist 254:28 Mr 22 '75

Miners resume battle. Economist 254:75-6 F 8 '75

View from the pit. J. J. Fookes. New Statesm 89:824 Je 27 '75

History

Northeastern miners' struggle for the franchise, 1872-74. W. H. Maehl, jr. Int R Soc Hist 20 no2:198-219 '75

United States

History

Dust to dust; proud moments in American history. A. Tyler. Washington M 6:49-58 Ja '75

Wales

History

Labour productivity in the south Wales steam-coal industry, 1870-1914. R. Walters. Econ Hist R s2 28:280-303 My '75

The subject heading stands out in bold face type. Immediately following are subdivisions of the topic, "Diseases and hygiene", "Great Britain", and "United States". Note the further narrowing of the topic by the italized "History" following Great Britain and United States.

Look again at the first citation under "Coal Miners". In order are listed the following: the article title, "Mortality from lung cancer in U.S. coal miners"; the authors, "J. Costello and others"; and the bibliographic information, the periodical title, "AM J Pub Health, (vol.) 64; (pages) 222-4; (March) 1974".

You can find the periodical title explained in the front of the index volume. Expanded, the title reads, "American Journal of Public Health".

Am J Psych—American Journal of Psychiatry
Am J Psychol—American Journal of Psychology
Am J Pub Health—American Journal of Public Health
Am J Sociol—American Journal of Sociology
Am Opinion—American Opinion

Other indexing services such as CIJE, Psychological Abstracts, America: History & Life, and other abstracts use a two step approach that makes up in information what it lacks in convenience. An example from America: History & Life illustrates this principle. Looking for an author, title, or, in this case, a subject will yield an abstract number.

Coal miners. Labor Unions and Organizations.
United Mine Workers of America. Violence
West Virginia (Logan, Mingo Counties)
1921-22. *1609*

Using this abstract number, it is possible to locate the article citation itself, which usually includes an abstract or short description of the article.

12A:1609. Phillips, Cabell. THE WEST VIRGINIA MINE WAR. *Am. Heritage 1974 25(5): 58-61, 90-94.* Violence erupted as Logan and Mingo County, West Virginia coal miners attempted to join the United Mine Workers' Union. S

It is possible to judge the usefulness of an article by this abstract which in turn saves the time involved in finding and reading the complete article.

Periodicals received at U.D. are listed in files by the reference desk. The lists are alphabetical by title of the periodical and include information such as what years and volumes are available at U.D. There is also a list of the

periodicals at U.D. arranged by subject, and a third list of those periodicals in area libraries.

The periodicals at U.D. are arranged by title on the second floor. Current and unbound items are at the periodical desk, next to the reserve desk on the second floor.

EXERCISES

SECTION C

1. Using this illustration from a "direct access" index, list and identify the parts of the bibliographic citation.

Coalition governments
Europe, Western
Qualitative dimensions of coalition payoffs; evidence from European party governments, 1945-1970. E. C. Browne and K. A. Feste. Am Behav Sci 18:530-56 Mr '75

Am Antarop—American Anthropologist
Am Behav Sci—American Behavioral Scientist
Am Econ—American Economist

2. Using one of the "direct access" indexes, either from the examples given or one of your own choosing, but not Readers' Guide, find and cite here an article that interests you.

Does U.D. own that periodical?

3. Using this illustration from an "indirect access" type index, list and identify the parts of the bibliographic citation on the automobile business in Atlanta.

Automation (impact). Electronic data processing. Employment. Internal Revenue Service. 1960-68. *12A:3603*
Automobile business. Economic Growth. Georgia (Atlanta). Woodruff, Robert W. 1909-20. *12A:1599 12C:6364*
Automobile industry. Kreider Machine Company. Pennsylvania (Lancaster County). 1903-08. *12A:4409*

12A:1599. Preston, Howard L. THE AUTOMOBILE BUSINESS IN ATLANTA, 1909-1920: A SYMBOL OF "NEW SOUTH" PROSPERITY. *Georgia Hist. Q. 1974 58(2): 262-277.* Atlanta, Georgia, hosted the first automobile show outside of either New York or Chicago 6-13 November 1909. The South had not previously been considered a potential market for cars because of poor roads and low incomes. The automobile show was the beginning of a new era. Automobile sales agencies and related businesses sprang up in Atlanta, producing new jobs and housing. Robert W. Woodruff, later of Coca-Cola fame, left his father's ice plant to begin work with the automobile industry. Based on primary sources; 43 notes. M. R. Gillam

4. Using one of the "indirect access" indexes or abstracts in the library, find and cite here an article that interests you.

Does U.D. own that periodical?

D. THE SEARCH STRATEGY AND WORKING BIBLIOGRAPHY

This section is to provide you with an overview of the reference collection and suggest a possible search strategy to follow in your library research.

The objectives of this section are that you learn:

1. a definition for a reference book.
2. a simple search strategy.

There is obviously more to the reference collection than just the bibliographies, catalogs, and indexes mentioned. The reference collection contains books frequently consulted for information on a topic, theme, event, person, date, place, or word. The reference collection is a good place to begin when looking for an answer. The first step in finding an answer is to understand the question - what do you need? Just as important, how much do you need? When all that you need is factual information, the reference librarians can steer you to the right sources.

When it is necessary to do library research, it may be helpful to adopt this simple search strategy to use while compiling your own selective working bibliography; in other words, those sources you intend to use in writing your paper.

At any point in this search strategy, you should feel free to ask a reference librarian for assistance in locating or using any reference material. The reference librarians are here to help guide you through your search or direct you to a source which may give you an answer which you need.

A good place to begin a search on a topic is with an encyclopedia. There are a large number of general encyclopedías, not only Americana and Britannica, but those of other nations such as the German Brockhaus, the French Grand Larousse, and the Russian Great Soviet. There are special subject encyclopedias which treat topics especially pertinent to a subject area or give a subject oriented slant to a more general topic. The value of encyclopedias is that they cover a subject in a concise, factual manner, describing theories and prominent personalities. Most often, an encyclopedia article will have a short bibliography of sources to see for further information if you need it. With an encyclopedia, you have the beginnings of your bibliography, and a direction to search for more information.

With authors and titles from the encyclopedia, you can use the card catalog to see if the university owns any of the books. The subject tracings on the author cards may give you an idea where to look in the subject catalog.

For more books, make a list of specific terms which describe your topic and consult the Subject Headings List to see if that term is used. Note, too, the "see also" references for further related works. Now the subject catalog, with its short bibliographies by subject, expands your working bibliography.

Remember, when looking in the catalog, that you will not always find books, or even a book, devoted entirely to your topic. If there is very little material on your topic, back up a bit, look for something more general, or approach the topic through another subject or from another direction such as periodicals.

In any case, complement your bibliography with periodicals. Use the indexes and abstracts related to the subject. Periodical articles may help bring your information up to date.

Bibliographies, published as books or in books, at the ends of chapters, or articles, will give you an ever widening circle of possible sources to consult on your topic.

EXERCISES

SECTION D

This is the first step in building a working bibliography. For a topic of your own choosing, indicate where you would look for information for a research paper.

TOPIC

ENCYCLOPEDIAS
(which ones, what subject headings did you use in each?)

CARD CATALOG
(what subject headings would you use in the subject catalog?)

PERIODICAL INDEXES AND ABSTRACTS
(list the indexes you would use and the subject headings you would use in each)

BIBLIOGRAPHIES
(did you find any bibliographies on your subject? where or how?)

REFERENCE LIBRARIANS
(did you use the reference librarians? why or why not?)

ANSWERS

SECTION A

1. This is an example of a working bibliography. It is a list you compiled to meet your own needs.

2. This is an example of a subject bibliography. The list includes subject related items that the author felt explained concepts discussed in the chapter.

3. This is a more general bibliography. The entries in this bibliography are citations to book reviews which appeared during any one year.

SECTION B

1. The following information about the book is on the catalog card.

1a. The authors are Nancy and Halbert Robinson.
1b. The title is The Mentally Retarded Child: a psychological approach.
1c. The publisher is McGraw-Hill.
1d. The publication date is 1976.
1e. There are 16 introductory pages and 592 pages of text.
1f. The book is illustrated.
1g. The book is part of a series.
1h. There are cards in the catalog for this book under both authors names and the title; and in the subject catalog under the subject headings of MENTAL DEFICIENCY and MENTALLY HANDICAPPED CHILDREN.

2. Using the note "sa" for"see also" you would find other books related to COACHING (ATHLETICS) by looking in the Subject Catalog under the terms BASEBALL COACHING, BASEBALL MANAGING, BASKETBALL COACHING, and so on.

continued

SECTION C

1. The subject area is coalition governments in Western Europe.

   a. "Qualitative dimensions of coalition payoffs: evidence from European party governments, 1945-1970" is the article title.
   b. E.C. Browne and K.A. Feste are the authors.
   c. American Behavioral Scientist is the periodical title.
   d. 18:530-56 Mr '75 means the article is in volume 18, on pages 530 through 556 of the March 1975 issue.

2. Using the subject index, you note that there is an abstract on your topic numbered 12A:1599 which you find by its numerical arrangement somewhere else in the volume.

   a. Howard L. Preston is the author.
   b. "The automobile business in Atlanta, 1909-1920: a symbol of 'New South' prosperity" is the title of the article.
   c. Georgia Historical Quarterly is the periodical title.
   d. The article is found in Volume 58, issue 2, on pages 262-277, published in 1974.

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